

APPLICATION FOR PRECEPTOR INSTRUCTIONS

References: **K.A.R. 28-38-19**. Qualifications for Licensure and **K.A.R. 28-38-29**, Definitions.

- A preceptor must hold a current license in Kansas as an adult care home administrator that is not under suspension; and have had either three years of full-time experience or a total of 5,000 hours of experience, within the preceding five years, as a licensed adult care home administrator of a nursing facility, a nursing facility for mental health, or an intermediate care facility for the mentally retarded. This experience shall have consisted of direct responsibility for, or active assistance and advising on, the general administration of the facility including responsibility for planning, organizing, directing, and controlling the operation of the facility.
- The Application for Preceptor must document the experience as an administrator as outlined above. To verify the documentation, attach a job description and a letter from the employer, supervisor, owner, corporation, or board of director listed attesting to the dates of employment at each facility employed within the three to five year verifiable period.
- The preceptor must be the full-time administrator of record or a licensed administrator who directly supervises the administrator of record; and maintains direct supervision of the trainee in the facility in which the training is to be provided.
- “Administrator of record” means the licensed adult care home administrator on record with the Kansas Department for Aging and Disability Services as the administrator of the facility in which the candidate’s practicum will be provided.
- “Direct supervision” means the process by which an on-site preceptor directs and monitors the day-to-day activities of a trainee to ensure that these activities are performed without risk or harm to residents.
- A preceptor may not supervise more than two trainees at a time.
- The Administrator-in-Training Orientation Program is provided for optional use. The coordinator at the school should provide you with an approved curriculum to use for training.

If you have any questions in regards to the application for preceptor qualifications, please call Brenda Kroll at (785) 296-0061.

Enclosed:

Application for Preceptor
Preceptor Guidelines
Rules and Regulations for Licensure of Kansas Adult Care Home Administrators
Administrator-in-Training Orientation Program